



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

February 7, 2003

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-47

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Starmount Life Insurance (30064) Rate Increase

Starmount Life Insurance Company (30064) will be implementing an across the board rate increase effective July 1, 2003 for the **Preferred Dental** policies. By March 24, 2003, Starmount will mail letters to all agencies affected by this rate increase, along with a list of the employees' current deduction amounts and the increased amounts. At the same time, letters will be mailed from Starmount to the employees affected notifying them of this change. Included with the letter will be a new Payroll Deduction Authorization Form (SED-4) with the new rates.

Employees who accept the increase must sign the forms and send them back to Starmount by May 12, 2003. Starmount will forward a signed copy of the SED-4 form to the payroll office by June 2, 2003 to be entered. Agencies should have all deduction changes entered for the July 11, 2003 payday. Employees who do not submit the signed SED-4 by the May 12th deadline will have their policies canceled upon notice from Starmount, effective July 1, 2003.

Starmount will prepare and send a list of employees who did not agree to the increased rates (did not sign the new payroll authorization form) to the payroll offices by June 9, 2003. The list will include the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage has been canceled effective July 1, 2003. **There is no employee signature required on these SED-4's. These cancellations and/or rate increase changes must be entered by the pay period end date of July 6, 2003 to avoid refunds and/or one times after the plan year has begun.**

If you have any questions about the rate increase, contact Christie Duggan, Coordinator for Starmount, at (225) 926-2888 ext. 103. Any other questions should be directed to Angel Vernon at (225) 342-5344.

JWC:ACV:kmb

c: Ray Harrison, Office of Group Benefits
Christie Duggan, Starmount Life Insurance Company